

Clean Water Fund Program (CWFP) Financial Assistance Application

Form 8700-203 (R 1/03)

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Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the CWFP.

At least 2 months prior to preparation of the CWFP Financial Assistance Agreement (FAA), the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available.

| Required Items - All Projects (Submit to Bureau of Community Financial Assistance, unless indicated otherwise) | N/A or ✓ | Target Submittal Date | Actual Submittal Date |
|--|-------------|--------------------------|--------------------------|
| 1. Bidding documentation | | | |
| a. proposal of the successful bidder | | | |
| b. bid tabulation | | | |
| c. engineer's recommendation based on bid evaluation | | | |
| d. legal opinion of statutory compliance, if contract awarded to other than the low bidder | | | |
| e. addenda to plans and specifications | | | |
| f. evidence of bid advertisement | | | |
| g. a copy of the bid bond | | | |
| h. evidence of a resolution awarding the construction contract | | | |
| i. a copy of the executed construction contract | | | |
| j. construction start date and expected substantial and final completion dates | | | |
| k. MBE/WBE/SBRA Good Faith Certification (Form 8700-294) | | | |
| l. MBE/WBE/SBRA Contacts Worksheet (Form 8700-294A or other format) | | | |
| 1) MBE Self Certification (Form 8700-295), if utilizing MBEs not certified by an agency | | | |
| 2) WBE Self Certification (Form 8700-296), if utilizing WBEs not certified by an agency | | | |
| 2. Legal opinion on land ownership and acquisition of easements and right of ways | | | |
| 3. Parallel cost estimate (submit to Bureau of Watershed Management) | | | |
| 4. Request for Disbursement (Form 8700-215) and supporting invoices | | | |
| 5. Draft legal documents related to the authorization and issuance of bonds (typically submitted by bond counsel or attorney) | | | |
| 6. Plan of Operation (submit to DNR basin engineer or wastewater specialist) | | | |
| 7. Plan of Operation Certification Checklist (Form 8700-293) | | | |
| Other Required Items - Only if applicable to your project (Submit to Bureau of Community Financial Assistance) | N/A or ✓ | Target Submittal Date | Actual Submittal Date |
| 8. Proof of user charge and sewer use or storm water ordinance adoption | | | |
| 9. Executed contract with A/E firm for construction management, if costs requested | | | |
| 10. Force Account Certification (Form 8700-245), if costs requested (Part II) | | | |
| 11. Executed intermunicipal agreement, see (Part IV) | | | |
| 12. Copy of title or deed for land purchased for the project, if land purchase costs requested | | | |
| 13. Statement of payoff amount, if refinancing a portion of or an entire debt | | | |
| 14. Initial flow documentation (unsewered projects only) | | | |
| 15. Pre-Award Compliance Review Report (EPA Form 4700-4), if federally funded project | | | |
| 16. Federal Cross Cutter Certification (Form 8700-201), if designated a federal equivalency project | | | |
| 17. Proof of adoption of local regulations for construction sites and a municipal storm water management plan, (s. NR 162.07(8), Wis. Adm. Code - storm water projects only) | | | |